

KIRINYAGA UNIVERSITY

OFFICE OF THE DIRECTOR, BOARD OF POST GRADUATE STUDIES

INTERNAL MEMO

Listed are responsibilities of postgraduate students taking research

Responsibilities of students

The student shall be responsible for:

- a) Maintaining at least two (2) regular consultations per month with supervisors.
- b) Submit academic progress reports on the student work; at least once a month. Such reports shall be submitted to the Director, Board of Postgraduate Studies through the respective Deans of Schools; and reporting the progress or any challenges that may deter progress of work.
- c) Organizing and presenting content accurately and professionally at seminars as may be required.
- d) Adhering to correct format of presenting quotations, footnotes, bibliographical items and illustrated materials.
- e) Presenting intention to submit proposal or thesis/project for examination as per the prescribed form.
 - A candidate will be required to submit six loosely bound theses alongside two soft copies in portable document file (PDF) format in compact discs and the prescribed notification of intent to submit thesis/project form.
 - The Thesis/Project must be written according to the format and specifications provided by the Board of Postgraduate Studies.
 - A candidate will be required to give a notice of intent to submit the Thesis/Project at least two months before the date of examination. A soft copy of the thesis shall also be submitted to the Director BPS together with the following:
 - ✓ Antiplagiarism report signed by the University Librarian with less than 15% similarity index for distribution to the examiners.

- ✓ A copy of research permit from National Commission for Science, Technology and Innovation (NACOSTI)
 - ✓ Current fee payment statement from the Finance Office
 - ✓ Evidence of having published or article(s) have been accepted for publishing. For Masters students, they will be required to publish at least one publication in a refereed journal while PhD students will be required to have published 2 articles in refereed journals as part of requirements for graduation
- f) Defending thesis/project during oral examination.
- g) Making corrections as recommended by the supervisors and the Board of Examiners.
- ✓ A candidate shall make corrections as recommended by the Board of Examiners. The Board of Examiners shall appoint a correction supervisor to ensure that the candidate makes the corrections as recommended.
 - ✓ The candidate shall receive a copy of the extract of the minutes of the board of examiners meeting, a correction matrix form and certificate of Correction from the office of the Director, BPS
 - ✓ Certificate of correction, correction matrix and antiplagiarism report signed by the University Librarian shall be submitted to the Director, Board of Postgraduate Studies through the Dean of School.
 - ✓ The student shall forward the final version of the thesis/project (two copies) after examination and approval for award of the degree in hard-bound form alongside two soft copies in portable document file (PDF) format in a compact disc.
- h) Ensuring that the required number of copies of thesis/project and the original are duly signed and a Certificate of Correction form and correction matrix are submitted to the department as per the prescribed form.

PROF. LAURA WANGAI
DIRECTOR, BOARD OF POST GRADUATE STUDIES